

CONFIDENTIAL

21 August 1957

MEMORANDUM FOR: Chief, Cartography Division
Chief, Geography Division
Chief, Photo Intelligence Division
Chief, Map Library Division

SUBJECT: Area Orientation Program

REFERENCE: Memo, Chief/G to All Divisions, Subject: Area
Orientation Program -- A Proposal, dated
9 August 1957

1. The following basic orientation program is established in the Geographic Research Area:

a. Commencing this fall, orientation briefings will be prepared by each Division for presentation to Area personnel in October and April of each year. The first, second, third, and fourth weeks in these months will be used by D/GG, D/GC, D/GL, and D/GP, respectively, in scheduling their presentations.

b. The briefings will cover the Division organization, facilities, program, and characteristic procedures, in appropriate detail. Associated with this presentation, which is directed primarily at new personnel or others whose assignments have changed, there will be scheduled, as appropriate, a separate briefing to familiarize older personnel with significant developments in the Division that may bear on their work.

c. Branch Chiefs and Section Chiefs will participate in the briefings.

d. Each Division will notify the rest of the Area in advance of the date and time it plans to present its briefing. In the event that no response is received, the presentation will be cancelled, subject to the approval of the Chief/G.

e. Personnel of other components of the Agency may be invited to attend a presentation at the Division Chief's discretion.

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2. In addition to this basic program, each Division will insure that its personnel are encouraged to maintain habitual day-to-day contacts with personnel of other Divisions. It will be emphasized that effective geographic intelligence requires that tasks be accomplished with full reference to the functions, needs, programs, and capabilities of other Area components.

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Chief, Geographic Research

Distribution:

1 - Each Division Chief

2 - Ch/G 1 - AD/RR

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